



CHOCTAW TRIBAL SCHOOLS

MISSISSIPPI BAND OF CHOCTAW INDIANS

P.O. BOX 6008
CHOCTAW, MS 39350

PHONE (601) 650-7302
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JOB ANNOUNCEMENT #557256

POSITION TITLE: Education Personnel Assistant

SALARY RANGE: Tribal Pay Plan, Grade 14

OPENING DATE: OCTOBER 23, 2020 **OCT 23 2020**

CLOSING DATE: OCTOBER 30, 2020 OR UNTIL FILLED

SUPERVISOR: Director, Department of Schools

JOB LOCATION: Department of Schools-Central Office

SCOPE OF SERVICE:

The Education Personnel Assistant is responsible for clerical and data entry functions in major components of educational personnel dealing with education contracts, salary schedule, and orientation as well as activities related to staff personnel functions impacting the effective and expeditious administration of processing education personnel documents. The Education Personnel Assistant will work closely and in cooperation with the Tribal Personnel Office.

DUTIES AND RESPONSIBILITIES:

1. Prepare all education employment contracts.
2. Initiate all personnel actions (e.g. Notice of Employment, Personnel Action, Employee Termination Clearance Reports) for the Department of Schools.
3. Required to insure confidentiality of merit panels from the personnel department assuring that only the designated education department director, department of schools, director, coordinator, specialist and/or program director has access to the panel.
4. Preparation of all job announcements for approval by appropriate signatures.
5. Work closely with the budget officer to determine appropriate budget funding for the department.
6. Assist with determining salaries from the educational contract salary scale and tribal salary scale based on qualifications and job requirements.
7. Maintain an active supply file of perspective candidates for education positions.

8. Maintain an updated substitute list of teachers, teacher assistants, food service technicians, and bus drivers.
9. Work closely with Background Investigation on potential employees in accordance with Department procedures.
10. Establish and maintain a cumulative personnel file on each employee which shall be confidential and which shall contain, at a minimum: a copy of the employee's application for employment, notice of employment, all requests of personnel action, employment contracts, and all evaluation reports.
11. Develop a monthly report containing a list of new employees, terminated employees, employees transferred, and current job announcements to the department head.
12. Provide technical assistance to school principals, program coordinators, education specialists, and directors with employee status information regarding salary, degrees, and etc.
13. Develop and maintain a Personnel Data Base System of all pertinent employee information for the department.
14. Verify information regarding school experience from employee files when requested from various agencies and business.
15. Maintain and update all current personnel files and forms.
16. Responsible for qualifying applicants in panel, reference check and wave of preference.

QUALIFICATIONS:

1. Associate of Art's Degree or higher, including study in business courses and demonstrated experience in a secretarial capacity.
2. Five years of experience in secretarial or clerical work and/or personnel work.
3. Good written and oral communication skills
4. Must be able to type at least 60 w.p.m. and be familiar with office machines and equipment.
5. Ability to meet with the public, providing advice, guidance and assistance.
6. Ability to follow instructions, coordinate work assignments with various tribal offices, assure completeness of work assignments and the capacity to work under deadlines dates and administrative pressure.
7. Preference will be given to applicants with experience in personnel related work.
8. Preference will be extended to qualified Indian applicants.
9. Preference of applicant to be fluent in the Choctaw and English Language.
10. Experience in the operation of a personal computer and familiarity with word processing and database programs.
11. Neat appearance and friendly disposition.
12. Complete a criminal background check on county, state, and national levels. Any record or conviction of criminal or child abuse charges will result in immediate termination.
13. Employee in this position is subject to random alcohol and drug testing.

14. Must possess a valid Mississippi Driver's License, Insurance, and reliable transportation.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350